



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF STATE POLICE
EAST LANSING



COL. TADARIAL J. STURDIVANT
DIRECTOR

March 2005

Dear Criminal Justice Official:

This letter is to further update you on our joint efforts to improve the Criminal History Record (CHR). As stated earlier, it is our goal to make quality information available to you in as timely a manner as possible. Electronic submission of arrest, charge, and court disposition data is the only way to reach this end. In support of this initiative, the CJIS Policy Council approved a moratorium on the submission of paper data effective September 2006. Prior to this date, all fingerprint arrest cards, charge data, and court dispositions must be submitted electronically.

Law enforcement, prosecuting attorney and court personnel are encouraged to meet as a team within your county to discuss options and plan how this will be done. The flow of information between the various entities, how the data must link electronically, and the location of live scan devices within the county must be determined. Processes must be developed not only for felony arrests but for misdemeanors and juveniles as well. Some grant funding is available but a plan must be in place. In addition, the purchase of a live scan device is an eligible item under Homeland Security funding if this functionality is part of your homeland security plan.

To assist you in this automation effort, the Criminal Justice Information Center is offering the following:

- County-wide meeting facilitation. If you would like help conducting a meeting as described above, contact Mr. Benny Cheung, Criminal History Automation Project (CHAP) manager, at (517) 636-0118 or cheungb@michigan.gov. Several of these meetings have already been held with great success.
- Criminal history automation conference. On May 11 (Lansing) and on May 26 (Gaylord) conferences will be held to provide more information on this initiative. Watch for a postcard to arrive providing registration information and more details.
- Visit our web site at www.michigan.gov/cjic to find additional information about the conferences as well as some model CHR reporting processes that can be tweaked to fit your unique needs.

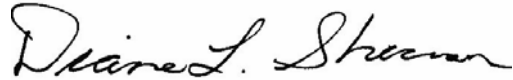
The moratorium on paper submissions also pertains to applicant fingerprints. To assist you in this area CJIC has contracted with two private vendors (Promissor and Identix) to provide this service statewide. Currently these companies are working toward achieving connectivity with the state system and should be operational in a few months. These vendors will provide a full applicant printing service. All you need to do is direct your applicant traffic to the web site or toll free number allowing them to make an appointment at the printing location nearest them. This information will be made available soon. I encourage you to use this efficient service that will free both your staff and mine to concentrate on the urgent need to improve our criminal records and meet the moratorium deadline. By using this service you eliminate the need for a separate lives can in a public-friendly environment, the need to do additional live scan programming, staff time performing fingerprinting for walk-in traffic, and the transfer of fees to the MSP.

For Sheriffs, these vendors can also provide CCW fingerprinting. Since the law is specific in dealing with CCW licenses, the Sheriff must make specific arrangements to secure vendor services for this purpose. The attached information should be referenced. One document describes the high level procedures that can be used in offering this service, including contact telephone numbers of the vendors to discuss this further. The other document is a sample

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agreement you may use in negotiating and making arrangements with these vendors. If you have questions on the applicant print process, call Bob Grounds at 517-322-1038 or grounds@micbigan.gov.

Sincerely,

A handwritten signature in black ink, reading "Diane L. Sherman". The signature is written in a cursive, flowing style.

DIANE SHERMAN, DIRECTOR
Criminal Justice Information Center